UNCLASSIFIED

# HQWeb Taskers Version 3

## AO / Front Office Training

"The system that you asked for"

Mr. Steve Daughety
X.Systems, Inc.

Mark A. Murphy, CDR USN
OPNAV CIO (N09BC)

| Dates | TV3 Migration Steps | Responsible | Comp |
|---|---|---|---|
| 27-31 May | TV2 “field day” | Directorates | 100% |
| | Functionality Testing / Clean up Development Server | XSI | 100% |
| 3-7 Jun | Unclass Migration / Testing – Development Server (Internal / External / N6 Archives) | XSI | 100% |
| | “Dry Run” – External Validation | Dir. Front Ofc | 100% |
| | “Dry Run” – Internal Validation | Div Front Ofc | 100% |
| 8-9 Jun | CTTA Migration / Test – Development Server | XSI | 100% |
| 10-14 Jun | “Dry Run” – CTTA Migration | CTTA | 10% |
| 15-16 Jun | Class Migration/Test – Production Server (Internal / External / Archives) | XSI | 100% |
| 17-21 Jun | Class External Validation | Dir. Front Office | 30% |
| | Class Internal Validation | Div. Front Office | 30% |
| 22-23 Jun | CTTA Migration – Production Server | XSI | |
| 24-28 Jun | CTTA Validation | CTTA | |
| 29-30 Jun | Unclass Migration/Test - Production Server (Internal / External / Archives) | XSI | |
| 1-5 Jul | Unclass External Validation | Dir. Front Office | |
| | Unclass Internal Validation | Div. Front Office | |

# HQWeb – Taskers V3 Training

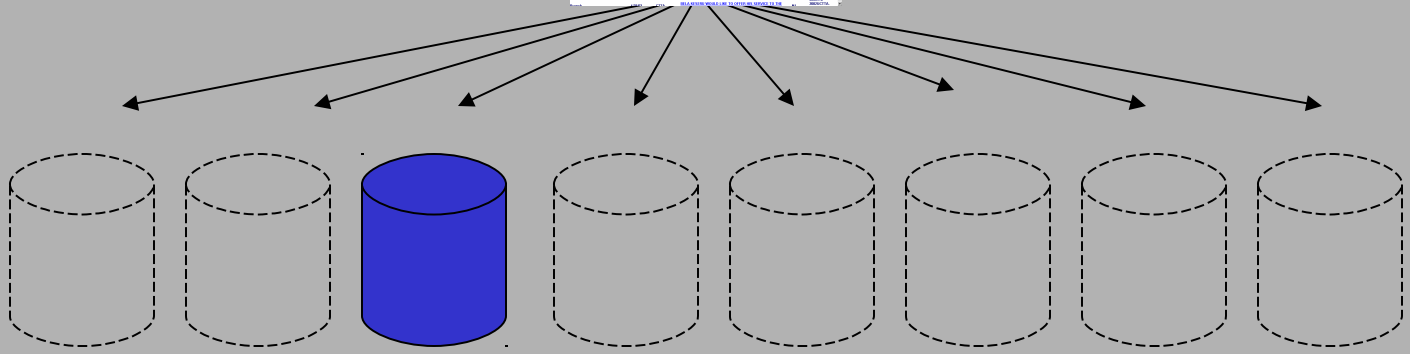
| Date | Time | Location |
|---|---|---|
| Tues, 18 Jun | 0830-0930 | NC-1 (PT)<br>Rm 6613 |
| Wed, 19 Jun | 1400-1500 | PNT Rm 4E606 (DNS Conf Rm) |
| Thur, 20 Jun | 0830-0930 | NC-1 (PT)<br>Rm 6613 |
| Fri, 21 Jun | 1100-1200 | PNT Rm 4E606<br>(DNS Conf Rm) |

# Feedback ⇒ Improvements

- Front Office Routing
- Flexible Routing
- Cross-Directorate Tasking
- Task to Multiple People in same Division
- Edit-in-Place
- Elimination of Action Codes
- Elimination of multiple views of the task

# Version 2

CTTA



# Version 3

Tasker V3 Database

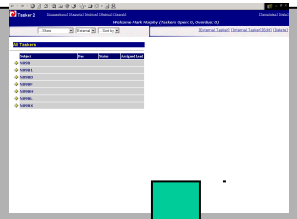
CTTA

# Roles

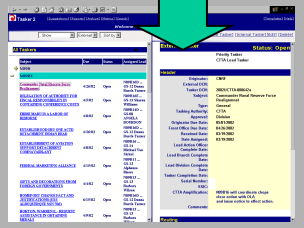
- Originator – The person or group who is tasking others. The default in this block is the person who is logged in.
- Tasking Authority (Entered By) – The person or group that enters the task into the system.
- OPNAV Approval Authority – The highest person or group in OPNAV that has to review or approve the task. For tasks going to the Secretary of the Navy, the OPNAV Approval Authority is the CNO.
- Nx Front Office – The group of people who represent the code for tasking purposes. This is typically the administrative personnel in the Directorate or Division Secretariat.

## Version 2

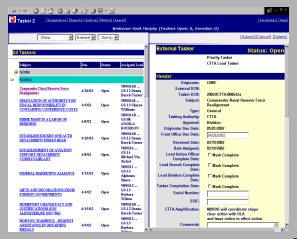
HQWeb Link



Email Link



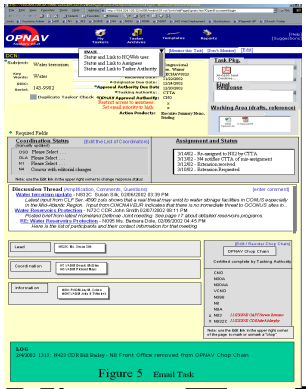
Summary + Task



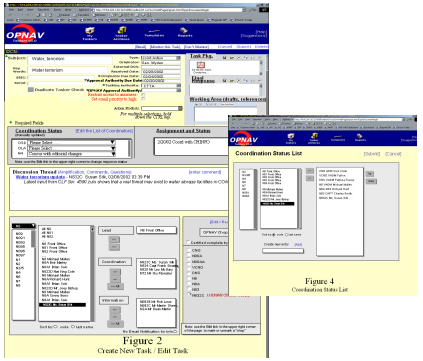
Summary + Edit Task

## Version 3

Email Link

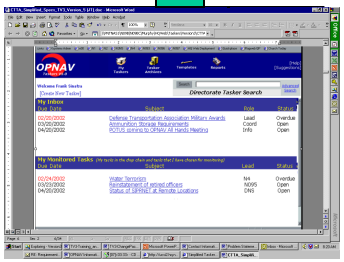



View Task

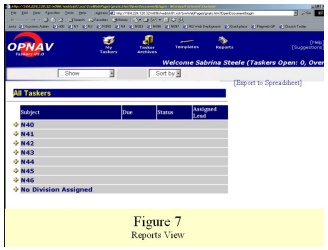



Create / Edit Task

HQWeb Link

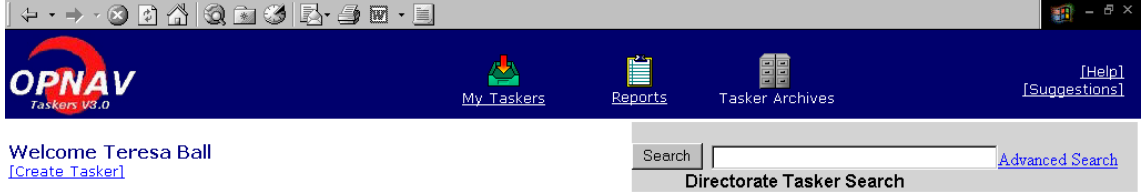


My Inbox

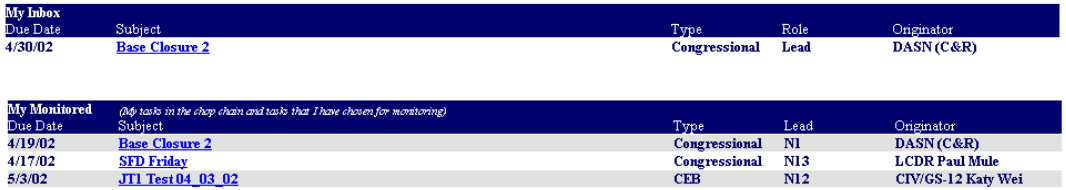



Reports (My Directora

# My Taskers View




# My Tasker



**My Inbox**

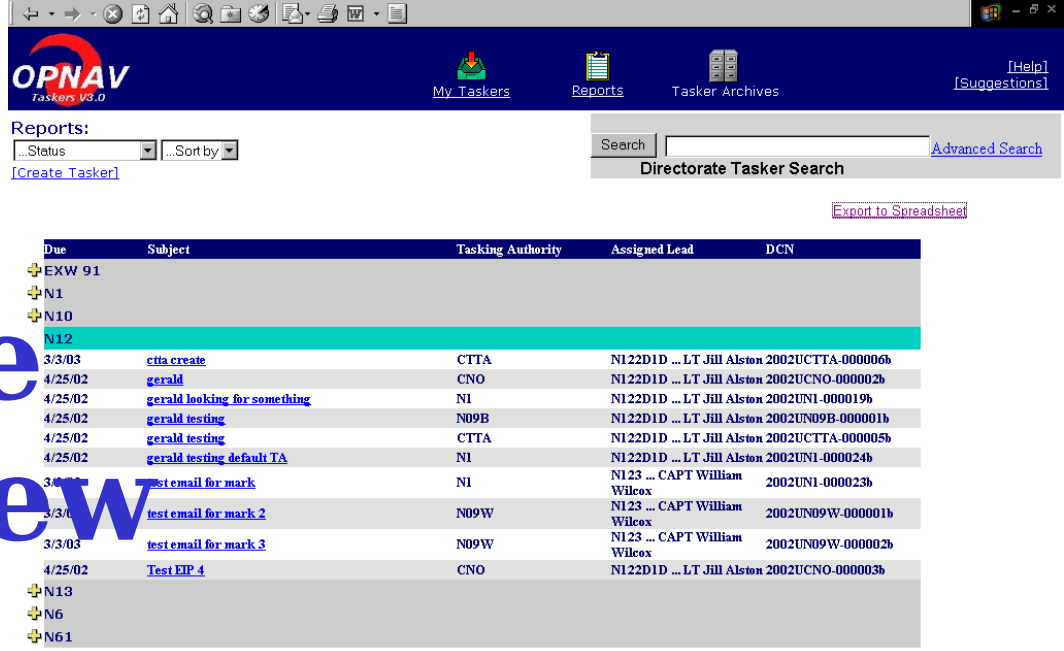
| Due Date | Subject | Type | Role | Originator |
|---|---|---|---|---|
| 4/30/02 | Base Closure 2 | Congressional | Lead | DASN (C&R) |

**My Monitored** *(My tasks in the chop chain and tasks that I have chosen for monitoring)*

| Due Date | Subject | Type | Lead | Originator |
|---|---|---|---|---|
| 4/19/02 | Base Closure 2 | Congressional | N1 | DASN (C&R) |
| 4/17/02 | SFD Friday | Congressional | N13 | LCDR Paul Mule |
| 5/3/02 | JT1 Test 04_03_02 | CEB | N12 | CIV/GS-12 Katy Wei |

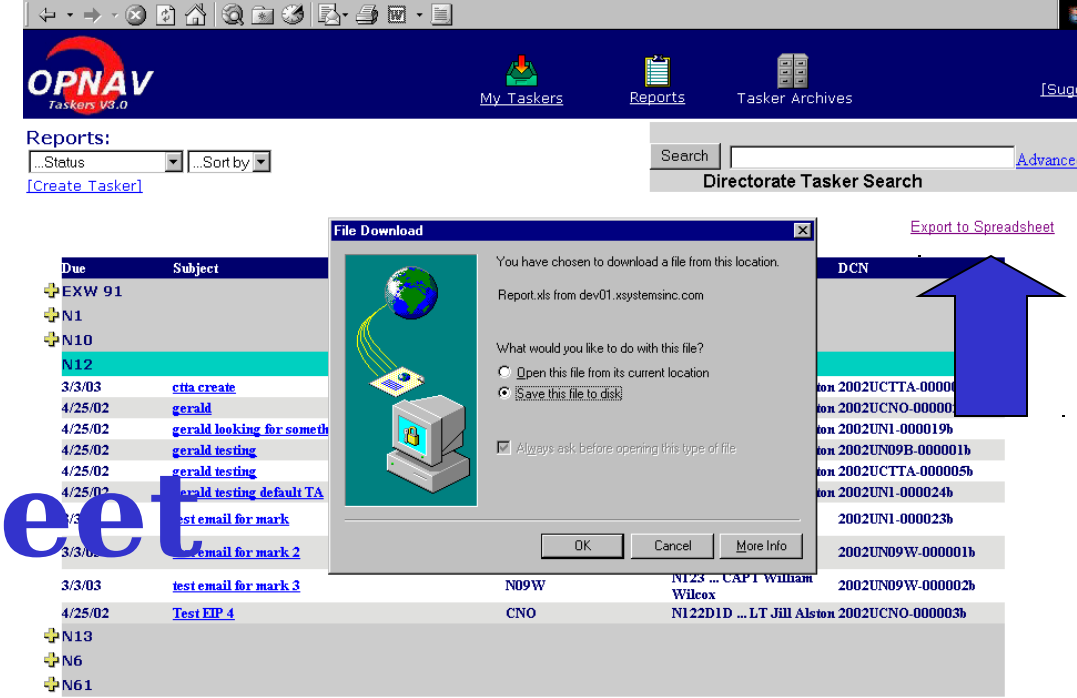
- My Inbox - Tasks awaiting your action
  - You are the Lead, task not being “chopped” yet
  - You are the next to “chop”
- My Monitored Tasks – Tasks of interest
  - You are the “Lead” and the task is being “chopped”
  - You are a “Coordinate”
  - You marked the task for monitoring
    (does not show up just because you are the Tasking Authority)

# Directorate Reports View


OPNAV
Taskers V3.0
My Taskers
Reports
Tasker Archives
[Help]
[Suggestions]
Reports:
...Status
...Sort by
[Create Tasker]
Search
Advanced Search
Directorate Tasker Search
Export to Spreadsheet
Due
Subject
Tasking Authority
Assigned Lead
DCN
EXW 91
N1
N10
N12
3/3/03 ctta create CTTA N122D1D ... LT Jill Alston 2002UCTTA-000006b
4/25/02 gerald CNO N122D1D ... LT Jill Alston 2002UCNO-000002b
4/25/02 gerald looking for something N1 N122D1D ... LT Jill Alston 2002UN1-000019b
4/25/02 gerald testing N09B N122D1D ... LT Jill Alston 2002UN09B-000001b
4/25/02 gerald testing CTTA N122D1D ... LT Jill Alston 2002UCTTA-000005b
4/25/02 gerald testing default TA N1 N122D1D ... LT Jill Alston 2002UN1-000024b
st email for mark N1 N123 ... CAPT William Wilcox 2002UN1-000023b
test email for mark 2 N09W N123 ... CAPT William Wilcox 2002UN09W-000001b
3/3/03 test email for mark 3 N09W N123 ... CAPT William Wilcox 2002UN09W-000002b
4/25/02 Test EIP 4 CNO N122D1D ... LT Jill Alston 2002UCNO-000003b
N13
N6
N61

- Shows all tasks for which:
  - a person or group in your Directorate has been assigned a role
  - The task was created in your Directorate's interface
- Grouped by the "Lead" code
  - You will see categories for other Directorates because they are the Lead

# Export to Spreadsheet




- IF no categories are open

  THEN ALL Directorate tasks are exported
- IF a category is open

  THEN only that Division is exported

# Demo

# Questions?

- Help Desk
  - Helpdesk@rgsinc.com
  - 800 420 7302
- OPNAV CIO (N09BC)
  - Opnavcio@hq.navy.mil
  - 703 602-5124

# Backups

https://ucso2.hq.navy.mil/tv3/webtsk01.nsf/(vwWebPage)/gnats.htm?OpenDocument&Scope=N_0_9_B_.Do - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address https://ucso2.hq.navy.mil/tv3/webtsk01.nsf/(vwWebPage)/gnats.htm?OpenDocument&Scope=N_0_9_B_.Doc=FD677345D7F5311B85256B96004DA4DC

Links FlagSESWeb RetFlagWeb HQWeb-Intra HQWeb-Out CTTA-In CTTA-Out Address Book webbase

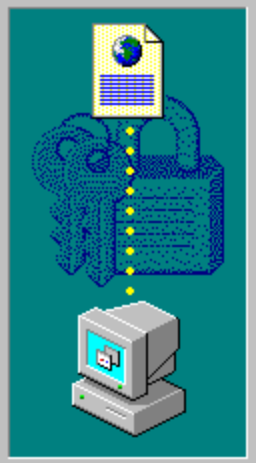
OPNAV Taskers V3.0

My Taskers Reports Tasker Archives Templates

[Hel
[Suggestion

[Email] [Monitor This Task] [

**Security Warning**



Do you want to install and run "SWING Integrator for Notes & Office" signed on 4/15/02 8:49 AM and distributed by:

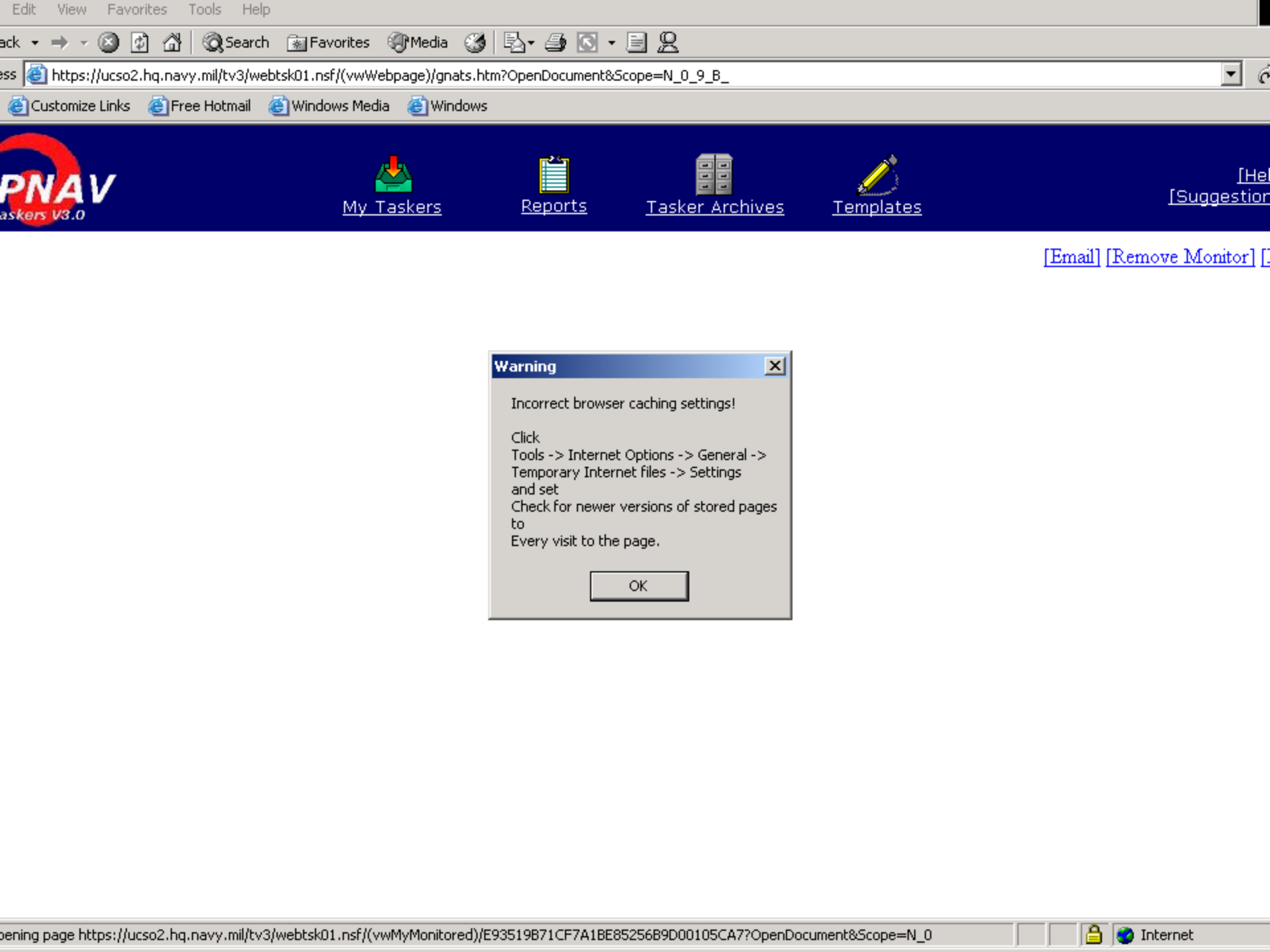
SWING Software Ltd.

Publisher authenticity verified by VeriSign Class 3 Code Signing 2001-4 CA

Caution: SWING Software Ltd. asserts that this content is safe. You should only install/view this content if you trust SWING Software Ltd. to make that assertion.

☐ Always trust content from SWING Software Ltd.

Yes No More Info


Edit View Favorites Tools Help
Search Favorites Media
https://ucso2.hq.navy.mil/tv3/webtsk01.nsf/(vwWebpage)/gnats.htm?OpenDocument&Scope=N_0_9_B_
Customize Links Free Hotmail Windows Media Windows
PNAV
askers V3.0
My Taskers
Reports
Tasker Archives
Templates
[Hel
[Suggestion
[Email] [Remove Monitor] [
Warning
Incorrect browser caching settings!
Click
Tools -> Internet Options -> General ->
Temporary Internet files -> Settings
and set
Check for newer versions of stored pages
to
Every visit to the page.
OK
pening page https://ucso2.hq.navy.mil/tv3/webtsk01.nsf/(vwMyMonitored)/E93519B71CF7A1BE85256B9D00105CA7?OpenDocument&Scope=N_0
Internet

lcome Mark Murphy **[TEST ONLY]**
ate Tasker]

**Directorate Tasker Search**
Search
Advanced Sea

**Export to Excel:** [My Inbox] [My Monitored]

**My Inbox** *(Tasks for which I am the Lead or the next to "Chop")*

| Front Office Due Date | Subject | Type | Role | Originator |
|---|---|---|---|---|
| 5/1/02 | YEAR 2002 EUGENE G. FUBINI AWARD | General | Lead | WYNNE |
| 3/13/02 | PETERSON, HARLAND W RE- REQUEST FOR CONGRESSIONAL MEDAL OF HONOR FOR HER FATHER/ LTR BY LILLIAN | Congressional | Lead | HON OLVER |
| 3/20/02 | HOMEPORT CHANGE FACT AND JUSTIFICATIONB (USS ALBUQUERQUE SSN 706) | General | Lead | OPNAV TCC |
| 4/11/02 | FEDERAL COVERNMENT CREATE A NEW MILITARY RIBBON AWARD FOR ALL CREW MEMBERS OF SHIPS SUNK AND AIRCRAFT DOWNED | General | Lead | SKINNER |
| 4/10/02 | REQUEST MY FATHER MEDALS | General | Lead | SCARANO |
| 3/22/02 | UNITED STATES NAVY MEMORIAL FOUNDATION | General | Lead | MCKINNEY |
| 4/22/02 | REQUEST TO MEET REGARDING INQUIRY INTO THE STATUS OF COMMAND STRUCTURE PLANNING AT US.S.SOUTHERN COMMAND | General | Lead | REITWIESNER |
| 4/9/02 | HORTON, WARREN E. - REQUEST ASSISTANCE IN OBTAINING MEDALS | Congressional | Lead | HON BRYANT |
| 4/15/02 | FOIA - STEVE MANNION | FOIA | Lead | MANNION |
| 4/10/02 | REQUEST PERSONNEL SUPPORT FOR CHEMICAL WEAPONS FULL SCALE EXERCISE | General | Lead | OSD-COOKE |
| 4/25/02 | ROBERTS, HILTON RE: REQUEST TO GAIN POSSESSION OF THE BELL FROM THE USS SELLERS | Congressional | Lead | HON MCCAIN |
| 5/17/02 | INDUSTRIAL SECURITY REGULATION | Congressional | Lead | STENBIT |
| 6/14/02 | RAHEB, WALTER - RE: CONCERNED OVER HIS ENTITLEMENT TO A NAVY MEDAL FOR BEING A ATOMIC SURVIVOR | Congressional | Lead | HON KING |
| 5/2/02 | BATTLE STAR FOR USS NORMAN SCOTT | Congressional | Lead | HON MILLER |
| 6/4/02 | REQUEST THE ADDRESS, WEB SITE AND E-MAIL ADDRESSESS OF THE UNITED STATES NAVY HISTORICAL SOCIETY | General | Lead | KOSTUN |
| 5/24/02 | OBTAINING INFOMATION FROM SHIPS LOG OF USS NEREUS AS17 | General | Lead | ELLETT |
| 5/21/02 | CONSTITUENT - IMPERIAL TEXTILE PAYMENT FOR UNIFORMS PROVIDED TO USS ROOSEVELT | Congressional | Lead | HON QUINN |
| 6/4/02 | ORGEK, MYRON - DESIRE TO OBTAIN THE NATIONAL DEFENSE MEDAL | Congressional | Lead | HON REYNOLDS |
| | JOHNSON KENNETH J WOULD LIKE TO RECEIVE HIS BROTHERS MEDICAL AND | | | |

lcome Mark Murphy [TEST ONLY]
ate Tasker]

Directorate Tasker Search
Search
Advanced Sear

| | | | | |
|---|---|---|---|---|
| 2/15/02 | NAVY FLAG ORIENTATION CONFERENCE | General | Lead | DNS |
| 5/17/02 | STAFF ASSIGNMENTS TO FINANCIAL MANAGEMENT MODERNIZATION PROGRAM | General | Lead | SECDEF |
| 2/1/02 | NAVY MARINE CORPS INTRANET (NMCI) TRANSITION - LEGACY APPLICATIONS | General | Lead | Tracey |
| 5/20/02 | VOLUNTEERISM AND THE COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA | General | Lead | COOKE |
| 6/15/02 | REQUEST FOR CREATION OF ORGANIZATION | Hold Close | Lead | SELTZER |
| 6/21/02 | CONSTUTUENT - STRIKE FROM NAVY RECORDS USNS SAN DIEGO (T-AFS-6) | Congressional | Lead | HON CUNNINGHAM |
| 6/21/02 | FISC YOKOSUKA'S 50TH ANNIVERSARY | General | Lead | RADM MCCARTHY |
| 2/27/02 | DEPT OF THE NAVY LABOR-MANAGEMENT RELATIONS PROGRAM | General | Lead | SECNAV |
| 6/28/02 | DODDIR 5105.4 DEPARTMENT OF DEFENSE FEDERAL COMMITTEE MANAGEMENT PROGRAM | General | Lead | COOKE |
| 7/2/02 | REQUEST A SENIOR PROFESSIONALS TO SERVE IN THE LE ROLE FOR THE 2002 CFC | General | Lead | COOKE |
| 3/29/02 | RECOMMENDATION FOR THE TITLE PROFESSOR EMERITUS TO CONFERRED UPON PROFESSOR ROBERT GRANGER | General | Lead | RYAN |
| 3/29/02 | RECOMMENDATION FOR THE TITLE PROFESSOR EMERITUS TO BE CONFERRED UPON PROFESSOR DENNIS HASSON | General | Lead | RYAN |
| 2/14/02 | RENEWAL OF CHARTERS FOR SECRETARY OF THE (SECNAV) ADVISORY COMMITTEES | General | Lead | MOORE |

**My Monitored**

*(Tasks I have chosen for monitoring, for which I am a "Coordinate", or I am a "Lead" and it is submitted for "chop")*

| Originator Due Date | Subject | Type | Lead | Originator |
|---|---|---|---|---|
| 5/23/02 | DOD CIVILIAN ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) HUMAN CAPITAL STRATEGIC PLANS | General | N09B | OSD ALDRIDGE |
| 4/16/02 | IMPROVING DOD READINESS REPORT | General | N4 | CHU |
| 6/24/02 | Test Task - CDR Murphy - Provide TV3 Training | General | N09BC | CDR Mark Murphy |
| 4/8/02 | DELEGATION OF AUTHORITY FOR FISCAL RESPONSIBILITY IN CONTAINING CONFERENCE COSTS | General | N09B | ENGLAND |
| 6/17/02 | ATFP MANPOWER REQUIREMENTS | General | N4 | DNS |
| 2/1/02 | NAVY MARINE CORPS INTRANET (NMCI) TRANSITION - LEGACY APPLICATIONS | General | N09B | Tracey |
| 6/17/02 | Gerald Test | Sensitive | N09BC | Gerald Howell |

# View Task Screen



**DCN:2002UN09B-000026n** **Status:Open**

**Subject:** Test Task - CDR Murphy - Provide TV3 Training

| | |
|---|---|
| **Type:** | General |
| **Originator:** | CDR Mark Murphy |
| **Tasking Authority:** (Entered By) | N09B |
| **OPNAV Approval Authority:** | Division |
| **Front Office Due Date:** | 06/24/2002 |
| **Originator Due Date:** | 06/24/2002 |
| **Received Date:** | 06/17/2002 |
| **External DCN:** | |
| **Key Words:** | |
| **SSIC:** | |
| **Serial #:** (Response) | |
| | **UnRestricted Tasker** |
| **Action Products:** | Brief |

**Tasker Package**

Test Document .doc (19 KB)

**Final Response**

**Working Area (drafts, references)**

## Coordination Status

(manually updated)

**Assignment and Status**

| | |
|---|---|
| N09BCX ... Mr Harry M Craney | ...Please Select |
| Mr. Steve Daughety - XSystems, Inc. | Inputs provided in attachments or discussion |

**Discussion Thread** (Amplification, Comments, Questions) [Enter Comment]

. . N09BC will conduct training week of 17 JUN 02 - N09BCC CDR Mark Murphy, 06/17/2002 01:55:10 PM

*Steve, I will conduct the training this week so that you have a chance to work with CTTA.*

Thanks - N40C6 Steve Daughety, 06/17/2002 02:17:49 PM

# View Task Screen



**Discussion Thread** (Amplification, Comments, Questions) [Enter Comment]

. . N09BC will conduct training week of 17 JUN 02 - N09BCC CDR Mark Murphy, 06/17/2002 01:55:10 PM
*Steve, I will conduct the training this week so that you have a chance to work with CTTA.*

. . . . Thanks - N40C6 Steve Daughety, 06/17/2002 02:17:49 PM
*This will help. I will coordinate with you to conduct some of the training next week.*

## Assignments and Chop Chain

### Routing

**Lead:** N09BCC ... CDR Mark Murphy

**Coordination:** N09BC2 ... LTJG James Crowe
N09BCX ... Mr Harry M Craney

**Information:** N09BC ... CAPT Steven Romano

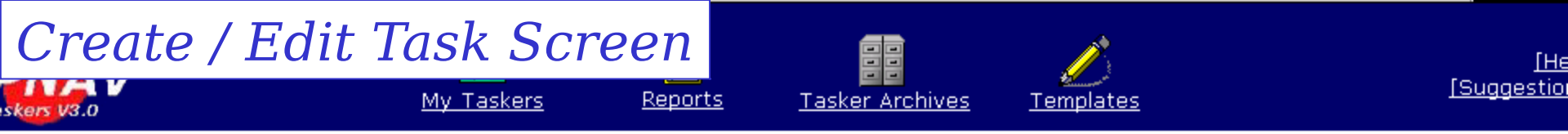
**Chop Chain**

- N09BC ... CAPT Steven Romano .
- N09BC2 ... LTJG James Crowe .
- N09BCD ... LCDR David E Nosal .
- N40C6 ... Steve Daughety *6/17/02 Steve Daughety*
- N09BCC ... CDR Mark Murphy *6/17/02 Mark Murphy*

## Tasker History:

---
*(6/17/02 2:20:03 PM) User Steve Daughety*
***Chop Added:*** *N40C6 ... Steve Daughety*
***Chop marked complete:*** *N40C6 ... Steve Daughety*
---
*(6/17/02 2:13:00 PM) User Mark Murphy*
***Subject Changed:*** *from Test Task - CDR Murphy - TV3 Training to Test Task - CDR Murphy - Provide TV3 Training*

# Create / Edit Task Screen




Required Fields

**DCN:2002UN09B-000026n** **Status:Open**

**Subject:** Test Task - CDR Murphy - Provide TV3 Training

**Type:** General

**Originator:** CDR Mark Murphy

**Tasking Authority:** (Entered By) N09B

**OPNAV Approval Authority:** Division

**Front Office Due Date:** 06/24/2002

**Originator Due Date:** 06/24/2002

**Received Date:** 06/17/2002

**External DCN:**

**Key Words:**

**SSIC:**

**Serial #:** (Response)

Duplicate Tasker Check

Restrict access to assignees

Set email priority to high

**Action Products:**

- Brief
- CNO Personal For Msg
- Congressional Reply

*For multiple selections, hold down the Ctrl key*

**Tasker Package (up to two documents)**
Attach Document

**Final Response (up to three documents)**
Attach Document

**Working Area (drafts, references - up to twenty documents)**
Attach Document

Delete any Files

# Create / Edit Task Screen

[Email] [Cancel] [Su

**Coordination Status**
(manually updated)

[Edit the List of Coordinates]

**Assignment and Status**

N09BCX ... Mr Harry M Craney ...Please Select

Mr. Steve Daughety - XSystems, Inc. Inputs provided in attachments or discussion

**Discussion Thread** (Amplification, Comments, Questions)

[Enter Comment]

. . N09BC will conduct training week of 17 JUN 02 - N09BCC CDR Mark Murphy, 06/17/2002 01:55:10 PM
*Steve, I will conduct the training this week so that you have a chance to work with CTTA.*

. . . . Thanks - N40C6 Steve Daughety, 06/17/2002 02:17:49 PM
*This will help. I will coordinate with you to conduct some of the training next week.*

**Assignments and Chop Chain**

**Routing**

[Edit / Reorder Chop Chain]

**Chop Chain**

Certified complete by Tasking Authority

VCNO
N091
N093
N095

All DNS
All N09B1
All N09BC
All N09BD

**Lead**: N09BCC ... CDR Mark Murphy

>>

N09BC ... CAPT Steven Romano

# Create / Edit Task Screen

My Taskers | Reports | Tasker Archives | Templates

[Email] [Cancel]

## Assignments and Chop Chain

### Routing

| | |
|---|---|
| VCNO | All DNS |
| N091 | All N09B1 |
| N093 | All N09BC |
| N095 | All N09BD |
| N096 | All N09BE |
| N097 | All N09BF |
| DNS | All N09BH |
| N1 | All N09BL |
| N2 | All N09BN |
| N3N5 | All N09BU |
| N4 | All N09BW |
| N6 | All N09BX |
| N7 | DNS Front Office |
| N8 | N09B Front Office |
| NAVSEA | N09B1 Front Office |

Sort By: code last name

**Lead:** N09BCC ... CDR Mark Murphy

>> <<

**Coordination:**

N09BC2 ... LTJG James Crowe
N09BCX ... Mr Harry M Craney

>> <<

**Information:**

N09BC ... CAPT Steven Romano

>> <<

No email notification for info

[Edit / Reorder Chop Chain]

**Chop Chain**

Certified complete by Tasking Authority

- N09BC ... CAPT Steven Romano .
- N09BC2 ... LTJG James Crowe .
- N09BCD ... LCDR David E Nosal .
- N40C6 ... Steve Daughety *6/17/02 Steve Daughety*
- N09BCC ... CDR Mark Murphy *6/17/02 Mark Murphy*

## Tasker History:

# Create / Edit Task Screen

[Email] [Cancel] [Su

| | |
|---|---|
| N3N5 | All N09BU |
| N4 | All N09BW |
| N6 | All N09BX |
| N7 | DNS Front Office |
| N8 | N09B Front Office |
| NAVSEA | N09B1 Front Office |

>> <<

N09BCX ... Mr Harry M Craney

☑ N40C6 ... Steve Daughety *6/17/02 Steve Daughety*
☑ N09BCC ... CDR Mark Murphy *6/17/02 Mark Murphy*

Sort By: ○ code ◉ last name

**Information:**

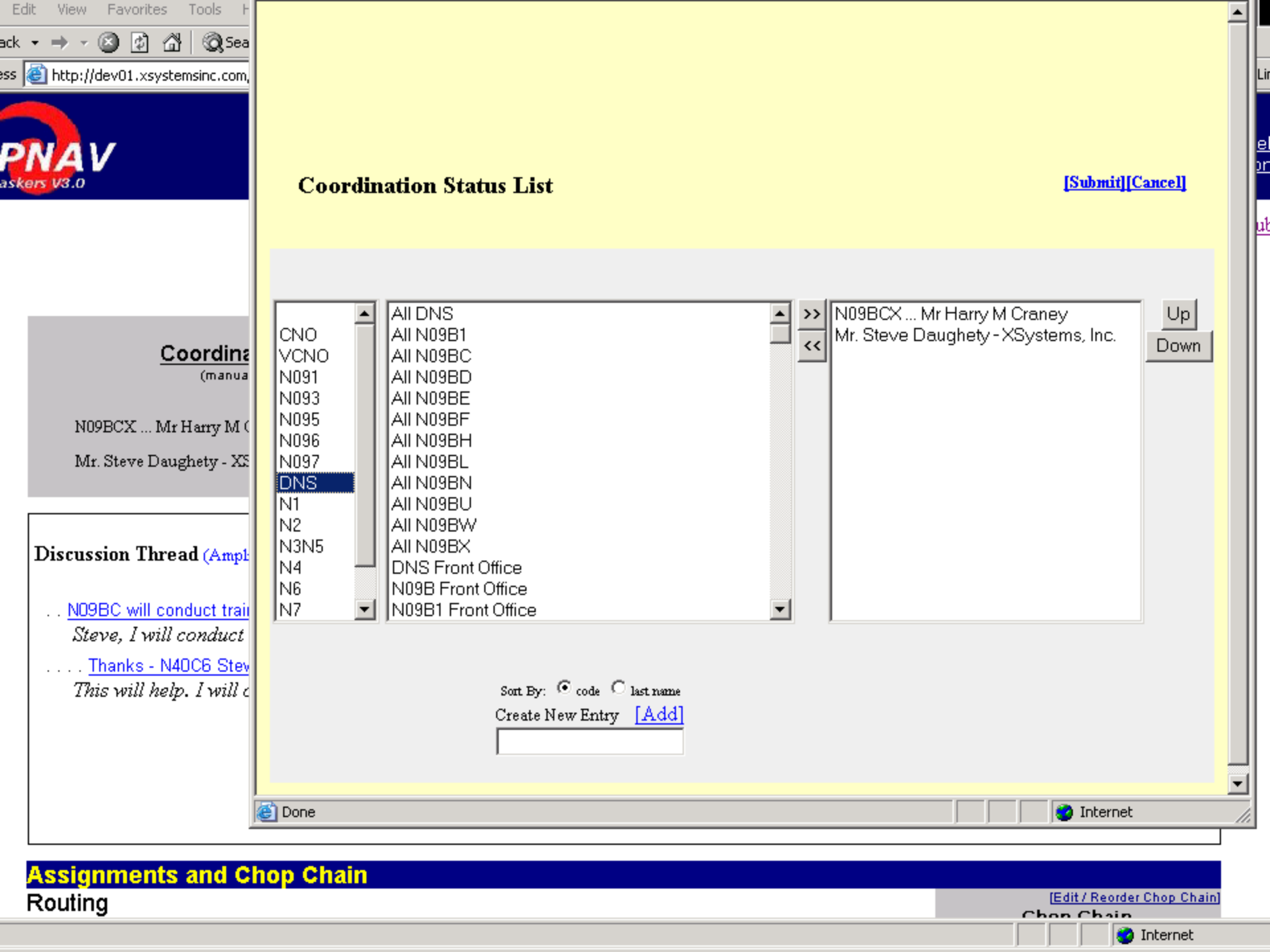
>> <<

☐ No email notification for info

N09BC ... CAPT Steven Romano

## Tasker History:

---
*(6/17/02 2:20:03 PM) User Steve Daughety*
***Chop Added:*** *N40C6 ... Steve Daughety*
***Chop marked complete:****N40C6 ... Steve Daughety*
---
*(6/17/02 2:13:00 PM) User Mark Murphy*
***Subject Changed:*** *from Test Task - CDR Murphy - TV3 Training to Test Task - CDR Murphy - Provide TV3 Training*
***Assignment Changes:*** *N09BCX ... Mr Harry M Craney from No Assignment to Coord*
***Assignment Changes:*** *N09BC ... CAPT Steven Romano from No Assignment to Info*
---
*(6/17/02 2:11:22 PM) User Mark Murphy*
***Chop Added:*** *N09BCD ... LCDR David E Nosal*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Mr. Steve Daughety - XS
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All N09BF
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DNS Front Office
N09B Front Office
N09B1 Front Office
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N09BCX ... Mr Harry M Craney
Mr. Steve Daughety - XSystems, Inc.
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Down
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Routing
[Edit / Reorder Chop Chain]
Internet

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Reports
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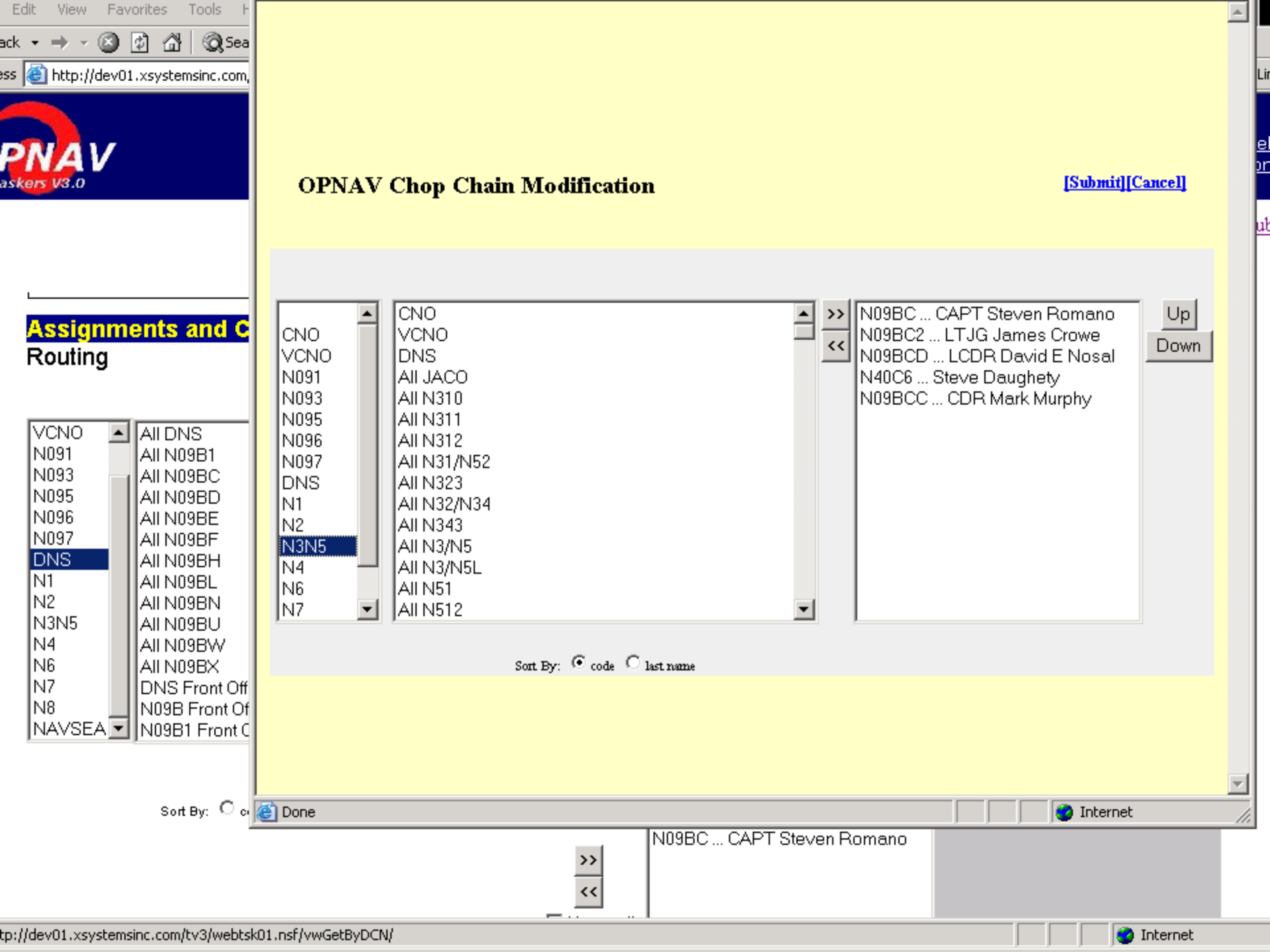
Coordination Status
(manually updated)
N09BCX ... Mr Harry M Craney
Mr. Steve Daughety - XSystems, Inc.
Discussion Thread (Amplification, Comments, Que
. . N09BC will conduct training week of 17 JUN 02
Steve, I will conduct the training this wee
. . . . Thanks - N40C6 Steve Daughety, 06/17/200
This will help. I will coordinate with you t
Assignments and Chop Chain
Routing
http://dev01.xsystemsinc.com/TV3/webtsk01.nsf/(Threads)/7F93EBBC97F69E5885256BDB00626F79...
Discussion Comment
[Edit] [Respond] [Close] [Print]
Test Task - CDR Murphy - TV3 Training
Responder: N09BCC CDR Mark Murphy
Subject: N09BC will conduct training week of 17 JUN 02
Steve, I will conduct the training this week so that you have a chance to work with CTTA.
Last Updated: June 17, 2002
Counter: 2 hits
[next thread] [previous thread]
Internet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N4
N6
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All N311
All N312
All N31/N52
All N323
All N32/N34
All N343
All N3/N5
All N3/N5L
All N51
All N512
>>
<<
N09BC ... CAPT Steven Romano
N09BC2 ... LTJG James Crowe
N09BCD ... LCDR David E Nosal
N40C6 ... Steve Daughety
N09BCC ... CDR Mark Murphy
Up
Down
Sort By: code last name
Done
Internet
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<<
N09BC ... CAPT Steven Romano
tp://dev01.xsystemsinc.com/tv3/webtsk01.nsf/vwGetByDCN/
Internet

Required Fields

**DCN:2002UN09B-000026n**

**Subject:** Test Task - CDR Murphy - Provide TV3 Training

Pick item below:
- Status and Link to HQWeb User
- Status and Link to Assignees
- Status and Link to Tasker Authority
- Entire Tasker

**Type:** General

**Originator:** CDR Mark Murphy

**Tasking Authority:** (Entered By) N09B

**OPNAV Approval Authority:** Division

**Front Office Due Date:** 06/24/2002

**Originator Due Date:** 06/24/2002

**Received Date:** 06/17/2002

**External DCN:**

**Key Words:**

**SSIC:**

**Serial #:** (Response)

Duplicate Tasker Check

Restrict access to assignees

Set email priority to high

**Action Products:**

- Brief
- CNO Personal For Msg
- Congressional Reply

*For multiple selections, hold down the Ctrl key*

**Tasker Package (up to two doc**

Attach Document

Test Document .doc (19 KB)

**Final Response (up to three documents)**

Attach Document

**Working Area (drafts, references - up to twenty documents)**

Attach Document

Delete any Files

oorts:

atus ...Sort by [TEST ONLY]

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Directorate Tasker Search

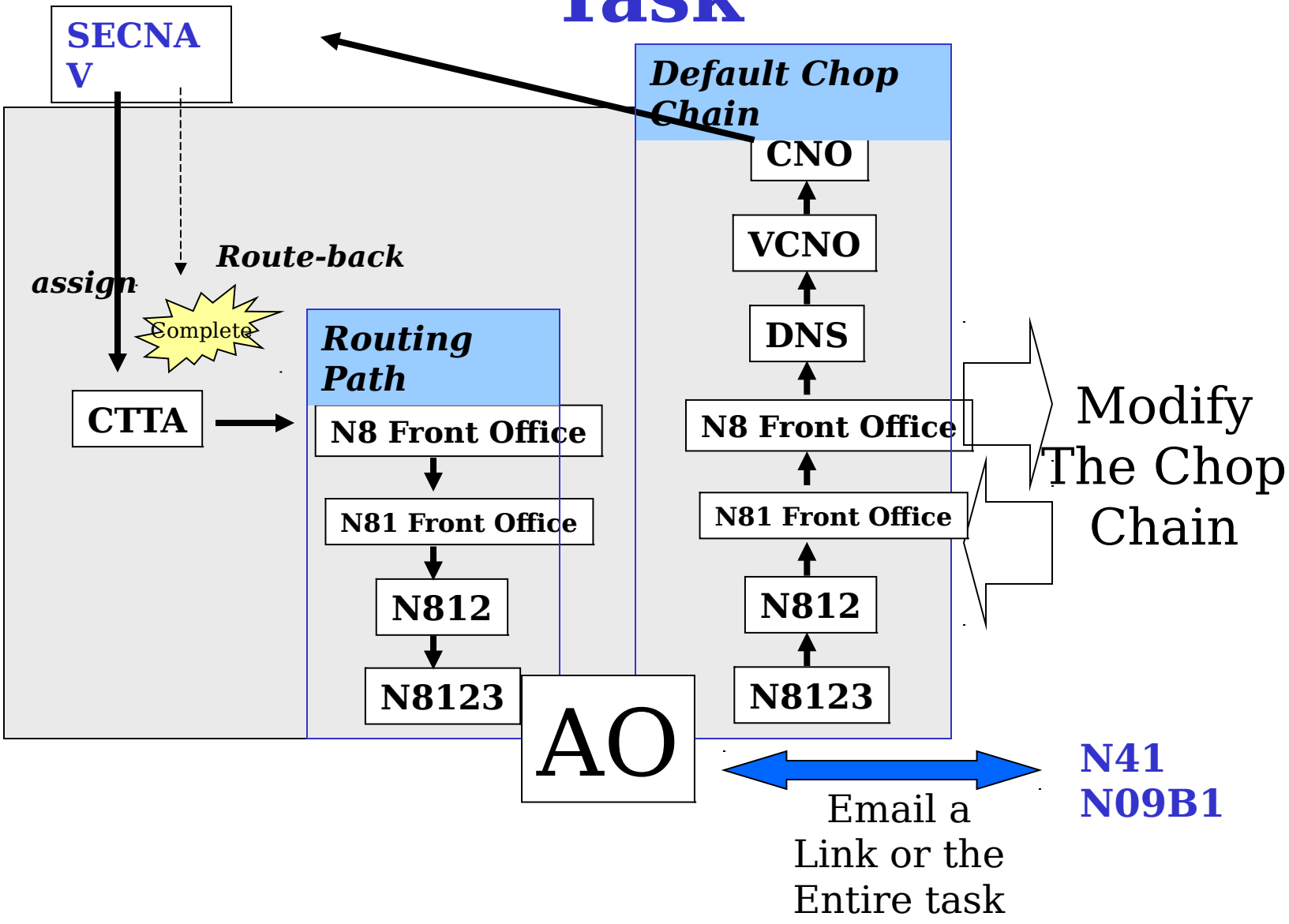
Search

Advanced Sea

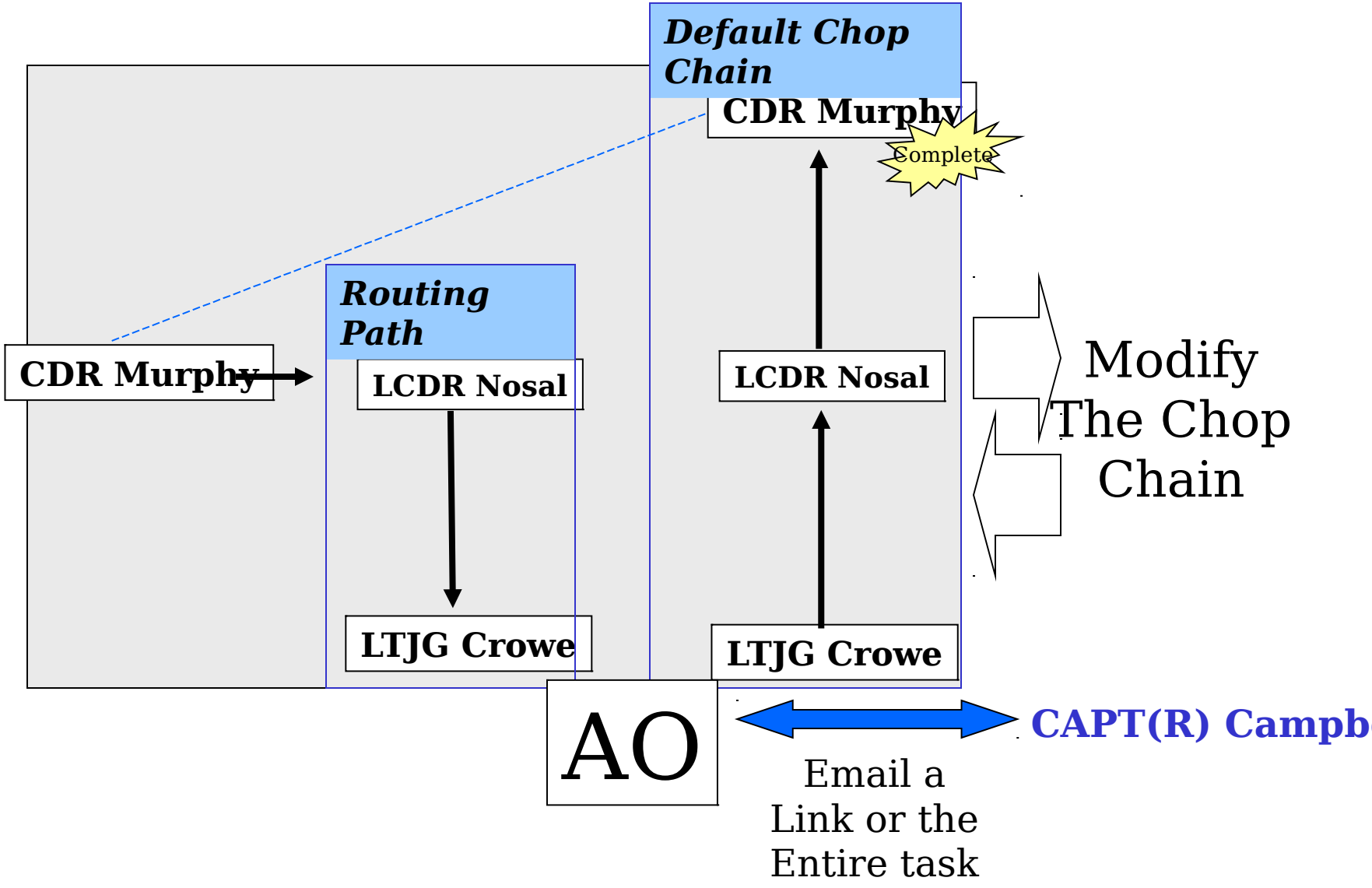
Export to Excel: [All Fields] [Key Fields]

| riginator ue Date | Subject | Tasking Authority | Assigned Lead | DCN |
|---|---|---|---|---|
| D9BC | | | | |
| 17/02 | Gerald Test | N09B | N09BCC ... CDR Mark Murphy | 2002UN09B-000027n |
| 24/02 | Test Task - CDR Murphy - Provide TV3 Training | N09B | N09BCC ... CDR Mark Murphy | 2002UN09B-000026n |

# Routing Example – SECNAV Task



# Routing Example – Internal Office



# Testing

- http://usn.hq.navy.mil/taskers/n1
  - Use your directorate in place of “n1”
  - Outside the firewall server only
- Live system  Email notification will be sent.  Be careful when you test the Chop Chain and any ALL group.
- Test data  You can enter test tasks. They will be deleted when the real task data is imported.

# Transition Issues

| Version 2 | Version 3 |
|---|---|
| Internal Tasks | Restricted to all assignees (Lead, Coordinate, or Info). You will have to add the Directorate to the Info block if you want to open it up to them. If you do add a group to the Info block, you probably want to select "No Email Notification". |
| Lead no longer in OPNAV or no longer in same OPNAV code | The Division Front Office is assigned as Lead. |

# Purpose Codes → Roles

| Code | Description | TV3 ROLE |
|---|---|---|
| A | PREPARE REPLY FOR SIGNATURE<br>Code that is responsible for preparing a response<br>Usually done with "J" | LEAD |
| B | NECESSARY ACTION<br>Division may decide there is no action.<br>Action could be email, verbal or handwritten note | LEAD |
| C | PLEASE REPLY DIRECT<br>Correspondence that does NOT require a chop<br>E.g., letter to Center for Naval Analysis (C.N.A.) or contractor | LEAD |
| D | PLEASE FURNISH DATA<br>Could be a simple email with no chop or a formal point paper with chop depending on importance. | LEAD |
| E | INFORMATION AND RETENTION<br>No action required | INFO |
| F | LEAD OFFICE<br>Designates Lead Office in responsible for response, not the "A" office who prepares it. Requires an ESM (Executive Summary Memo) which is used anytime a response is to be signed by someone outside of Directorate such as the CNO or SECNAV. | LEAD |
| G | Not used | INFO |
| H | Not used | INFO |
| I | COMMENT AND RECOMMENDATION<br>Correspondence from N8 or VCNO that requests comment. Most responses are just CONCURS on the attached ESM. Response could be handwritten or a memo. Used in conjunction with "L" offices | LEAD |
| J | COORDINATE WITH THE ACTION ADDRESSEE | COORD |
| K | COORDINATE WITH THE LEAD OFFICE | COORD |
| L | REPLY TO BE CLEARED<br>Office that clears a response before it leaves directorate | COORD |
| S | REPLY TO BE SIGNED BY THIS ADDRESSEE<br>Designates which office will sign | COORD |

UNCLASSIFIED

# Document Control Number

Year | Class | Tasking Authority | Sequential Number | Server Indicator

2002UStaff-000001b
2002CJACO-000002a

Internal tasks from TV2 will not have a DCN when they are imported into TV3

# Planned Changes

- People or groups in the “Coordinate” block are automatically added to the “Coordination Status” List
- Improved Search
- Ability to save frequently used Chop Chains
- Add Divisions and Branches to the Tasking Authority picklist
- Version control for Edit-in-Place